

Date: March 2022

POSITION: Manager of Human Resources, Payroll & Compliance

THE IDEAL CANDIDATE WILL POSSESS THE FOLLOWING ATTRIBUTES

- Team player and self-starter taking pride in work
- Detailed oriented and analytical, particularly regarding detailed payroll and benefits processing, reporting, analysis, and quality control, with a hands-on approach
- Deep knowledge in human resource management, employment law and payroll tax regulations
- Passion for the environment
- Other characteristics:
 - Group presentation and public speaking skills
 - Excellent writing capability
 - Sound judgment; ability to multi-task; decision maker
 - Trustworthy

DUTIES AND RESPONSIBILITIES: The Manager of Human Resources, Payroll & Compliance is responsible for:

- Company “expert” on all matters concerning Human Resource and Employee Benefits Management and Payroll Administration.
- Be a trusted representative and resource for employees, including recruitment and retention
- Processing semi-monthly payroll, creating and utilizing detailed Excel reports from Sage ERP, including unique combinations of compensation that must be checked carefully
- Maintenance and point of contact of all PTO for all employees
- Accuracy and quality of payroll administration and employee fringe benefits, including, but not limited to, setup/enrollment and maintenance of employees with all outside partners, monthly reconciliations with partner invoices, yearly evaluation and recommendation of these partner relationships, mediator for all employees on issues dealing with any of these partners
- Manage 401(k) program, including primary point of contact with provider, processing and maintaining records for semi-monthly 401(k) Plan contributions and reconciliation of yearly activity for accurate filing of Form 5500 and coordination of the annual audit.
- Manage healthcare insurance program, including primary point of contact with provider(s), annual renewals and/or searches for alternative programs if appropriate
- Maintenance/upkeep of Company Employee Handbook and Policies
- Filing necessary compliance reports with both Federal and State related agencies such as OSHA, DISA (drug testing), US Census Bureau, EEOC, US Department of Homeland Security (E-Verify), etc....
- Lead the WHG Corporate Social Responsibility Team and participate in CLS Group Compliance Team
- Meet and work regularly with parent company (CLS Group) representatives, such as HR Director, Ethics and CSR Officer, Legal and Compliance Officer
- Act as human resource business partner to the President, Senior Management Team and HSE Manager
- Other projects prioritized by Management Team, including administrative support for corporate filings, state registrations and business insurances.

SUPERVISION EXERCISED

No supervisory duties currently.



QUALIFICATIONS: Qualifications for this position are at least a Bachelor's Degree in Human Resource Management or Business Administration. Five (5) or more years of work experience in Human Resources, Payroll Administration and/or Financial Administration is a real plus.

GENERAL INFORMATION:

- The position is a full time, salaried position.
- Normal working hours (40 hours/week) are scheduled during the office hours of 8:00 am. - 5:00 pm., Monday through Friday with flexibility to work remotely up to 2 days per week.
- Position may be called upon to work other than established hours to satisfy a particular job requirement, and for travel.
- The job may require local and national travel, occasionally involving weekends. Out of town travel is estimated at 5% of the Incumbent's workdays annually.
- The Woods Hole Group offers a full-time benefit package that includes a 401(K) program, health insurance benefits, teleworking opportunities, and competitive vacation/sick time policy.
- This position will likely be filled at our **Bourne, MA** or **Lanham, MD** office location; other offices exist in **Dover, DE** and **Richmond, TX**.

Individuals who succeed at Woods Hole Group are pleasant, hard-working, self-starters who share our passion for innovation and commitment to high quality work. Further information about the company:

www.woodsholegroup.com

If this opportunity matches your experience and career visions,
please send resume outlining education, work experience and salary history to:

The Woods Hole Group, Inc.
107 Waterhouse Road
Bourne, MA 02532
E-mail: hrposition@whgrp.com

AN EQUAL OPPORTUNITY EMPLOYER